
CREDITOR - QUICK REFERENCE GUIDE

Notice of Withdrawal of Claim

Step	Action
1	Click on the Bankruptcy hyperlink at the top of the screen.
2	Click on Creditor Filings . The File a Court Document screen displays. Enter the case number in the box below in the yy-nnnnn format.
3	Click Next . Check the case name and number to be sure it is the correct case. Select Notice of Withdrawal of Claim (Creditor) and click Next .
4	Click the BROWSE button to launch the Adobe Acrobat Reader. Locate the document you wish to attach to this event, right click to Open and Verify the PDF. Select the correct PDF and click Open .
5	Enter the Name of the Party submitting the Notice of Withdrawal of Claim and click NEXT .
6	Enter the Claim Number and the Amount of the Claim being withdrawn. Click Next .
7	You are in the Docket Text: Final Text Screen. Check your entry and click Next to submit it to the court.
8	The Notice of Electronic Filing screen displays and your transaction is complete. You may wish to save a copy of this transaction log for your records.